



**DIVISION OF ENGINEERING AND BUILDINGS**

Bureau of Facilities Management  
101 N. 14<sup>th</sup> Street  
Richmond, Virginia 23219  
Inter-Agency Mail Stop: 194-05  
Phone: (804) 786-3529  
Fax: (804) 225-3938  
[MeetingRooms@dgs.virginia.gov](mailto:MeetingRooms@dgs.virginia.gov)

---

## **Monroe Building Meeting Rooms Policy**

The Department of General Services (DGS) manages several meeting rooms in the Monroe Building:

- Conference Room B
- Conference Room C
- Conference Room D
- Conference Room E

Conference Rooms C, D and E are separated by dividable walls, which allows for various room layouts. Conference Room B is a standalone room.

If you are interested in making arrangement beyond the scope of this policy, please contact DGS well in advance of the event date to determine whether or not we can accommodate you. In the event of emergency or other extreme circumstance, the Office of the Governor reserves the right to determine who utilizes the conference rooms and for what reasons. Every effort will be made to not displace an agency or organization having reserved a meeting room but this possibility could occur should the Office of the Governor feel the situation warrants.

### **Reservation Instructions**

Meeting rooms may be scheduled only by state agencies for state business, employee meetings, or training, unless otherwise approved by DGS. All events must be scheduled for use during business hours (8:00am – 5:00pm). These rooms may not be reserved for private use, for profit, or non-profit events. All fundraising events must be sponsored by an agency and must demonstrate a benefit to the state. Requests for approval to or hold a fundraising event in a meeting room should be submitted to the DGS Division of Engineering and Buildings by completing 'Request to Hold an Event in a Common Area' (DGS-30-907) which can be found in the DGS Forms Center (<http://forms.dgs.virginia.gov>).

Conference room scheduling is coordinated through the Department of General Services. Reservations are made online at [www.dgs.virginia.gov/BFM](http://www.dgs.virginia.gov/BFM) up to 45 days in advance. After submitting a request, you will receive an email confirmation accepting your reservation and notifying you which room(s) will be used for your meeting. If you have questions, you may contact the DGS Bureau of Facilities Management at (804) 786-3529 or [MeetingRooms@dgs.virginia.gov](mailto:MeetingRooms@dgs.virginia.gov).

### **Tenant Agency Priority**

Tenant agencies have priority and may bump non-tenant agencies two weeks in advance of a reservation.

### **Fees**

There are no reservation fees for tenant agencies. Non-Tenant agencies may make one half-day or full-day reservation per calendar month at no charge. For any additional reservations, the following charges will apply:

- \$50 per conference room for a half-day (morning until noon or 1PM until end of day).
- \$100 per conference room for a full-day rental. Lunchtime events must pay the full day rate.

### **Room Set-Up**

DGS staff will set-up the room the night before your meeting to the layout selected on your reservation request. Please visit the requested room prior to your meeting to do any rearranging that may need to occur. Chairs and tables in meeting rooms are provided for use in those rooms only, and are not available for transport or use elsewhere. If you require additional chairs, tables, or other furnishings for your event, please discuss this special need with DGS beforehand. Extensive setup requirements are subject to billing.

There is no support provided for audio/visual equipment, please supply your own. There is one phone line available. You are responsible for providing the phone. There is also a microphone with speaker available for use. Please request these items at the time of your reservation. Public wireless internet access is available in Conference Rooms C, D, and E. Users should direct any questions about configuring equipment to their IT support and are expected to have their equipment properly firewalled and protected against viruses and other internet threats.

### **Cancel a Reservation**

If you need to cancel a reservation that you have made, contact the Bureau of Facilities Management at (804) 786-3529 or [MeetingRooms@dgs.virginia.gov](mailto:MeetingRooms@dgs.virginia.gov). Note: Cancellations by non-tenant agencies must be made two weeks in advance. Late cancellations within two weeks of the event are subject to billing at the applicable full-day or half-day rate.

### **Building Access**

State employees are required to show their state identification badges upon entering the Monroe Building. Non-state employees such as outside trainers or guest speakers will be required to provide identification and sign-in with building security. If possible, a list of attendees should be provided to building security before the event.

Security Guards staff the entrance from 8:00am – 5:00pm during normal work days.

### **After Hours Use**

Use of conference rooms after normal working hours that requires on-site security not normally on duty or other DGS support will be subject to billing via the Miscellaneous Billing process.

### **Parking**

Parking is not provided. State employees from beyond the Capitol Complex and outside guests should contact their meeting host for options. Meeting coordinators may wish to contact DGS Parking Services (804-786-5675 or [ParkingServices@dgs.virginia.gov](mailto:ParkingServices@dgs.virginia.gov)) to see if special arrangements can be made.

### **Refreshments**

Food and drink are allowed in all rooms. Please take the necessary steps to ensure the room remains in good condition. If the event is catered, please make arrangements with DGS for deliveries. No cooking shall be permitted. All food should be prepared prior and may be heated or kept warm with the use of sterno cans or heat lamps only. No alcohol may be served.

### **Clean-up After Use**

Individuals utilizing these rooms are expected to leave them in the same condition they were in prior to use. A room that is not properly cleaned or arranged after use may result in a fee being applied to the room reservation.

### **User Responsibilities**

- Erasing whiteboard;
- Putting all trash (soda cans, cups, napkins, wrappers, etc.) in receptacles;
- Wiping up food and drink spills;
- Removing equipment or other items brought in by the users (DGS is not responsible for any items left overnight);
- Assuring that the caterer's equipment (coffee pots, cups, ice containers, etc.) is removed from room;

### **Unpaid Fees**

Tenant and non-tenant agencies with conference room fees, setup charges, or damage charges that are thirty days or more past due will not be permitted any conference room use or reservations until all bills have been paid in full.

### **Damage**

Any damage to conference room furnishings or equipment will be subject to billing.